

# Changing Business Unit on AggieBuy Invoices

All personnel have a default PO business unit assigned to them within AggieBuy. This business unit is important when creating Non-PO Based Invoices. The default business unit for TEES employees is 28-Texas A&M Engineering Experiment Station, and non-TEES departments (College of Engineering or other personnel associated with TAMU) default to 02-Texas A&M University. If a non-TEES employee needs to create an invoice on 100% TEES (campus code 28) funds, they will need to **change the PO business unit from 02-Texas A&M University to 28-Texas A&M Engineering Experiment Station**. This change will ensure that the invoice routes to the proper back office stops.

TEES employees do not need to do this on TEES funds, as the default PO business unit is correct (28). If a TEES employee creates an invoice on 100% TAMU funds, the PO business unit for that invoice must be changed from 28 to 02.

If the invoice will be split between multiple member funding sources (i.e., 02 and 28), then you can leave the default PO business unit (i.e., don't change it).

In the below example a TAMU employee is creating an invoice which will be have the accounting section on 100% TEES (28) funds. They will default to a PO business unit of 02-Texas A&M University so it needs to be corrected to 28-Texas A&M Engineering Experiment Station.

**Figure 1. PO Business Unit Before the Change**

The screenshot shows the AggieBuy invoice creation interface. The 'PO business unit' dropdown menu is highlighted with a red box and currently shows '02-Texas A&M University (02)'. Other fields include Supplier Name 'WILTON'S OFFICEWORKS LTD', Invoice Name 'notepads and creamer', Invoice No. '4578444', Invoice Date '08/02/2017', and Due Date '9/2/2017'. The 'Required field' error message is visible next to the Invoice No. field.

Click on the drop down arrow to see the options for business unit.

**Figure 2. Options for Business Unit**

- 01-System Admin & General Offices (01)
- 02-Texas A&M University (02)
- 10-Texas A&M at Galveston (10)
- 23-Texas A&M Health Science Center (23)
- 24-Texas A&M University - Central Texas (24)
- 28-Texas A&M Engineering Experiment Station (28)

